

MINUTES  
OF  
REGULAR MEETING  
OF  
BOARD OF TRUSTEES  
CLINTON COMMUNITY COLLEGE  
HELD TUESDAY, AUGUST 27, 2024 AT 5:00 PM  
MOORE BUILDING, ROOM 228  
CLINTON COMMUNITY COLLEGE  
PLATTSBURGH, NEW YORK

BOARD OF TRUSTEES MEMBERS PRESENT:

David Favro, Chairperson; Nina Coolidge, Vice- Chairperson; Mark Leta, Treasurer; John Redden, Devi Momot, Merritt Billiter

BOARD OF TRUSTEES MEMBERS ABSENT (EXCUSED):

Rowen Dulka, Student Trustee

ADMINISTRATORS PRESENT:

Ken Knelly, Administrator In Charge; Steve Frederick, Vice President for Institutional Advancement; Sheri Brienza-Wypyski, Controller; Paula Rizk, Human Resources Director; David Tracy, Interim Enrollment Management Specialist; Patti LaDuke, Interim Dean of Students; Sharon Waldenmaier, Coalition Leader; Joanna Jackson Faculty Association President

SECRETARY TO THE BOARD:

LeAnn Yelton

CALL TO ORDER:

Chairperson Favro called the meeting to order at 5:05pm. Chairman Favro asked for attendance to be taken. Quorum reached.

PUBLIC COMMENT:

Joanna Jackson is now the Faculty Association President.

PRESENTATION: none

ADMINISTRATION REPORTS

GENERAL REPORT & ADMINISTRATIVE REPORTS.....Ken Knelly  
Mr. Knelly shared the following information:

## 1) Success Measures

- a. Enrollment is off to a good start this year. As of August 26<sup>th</sup>, student headcount was at 410, excluding CAP, non-registered, and non-matriculated students. That total is up 9% from last year. Cross registered and non-matriculated students are up 140% from last year, with a total of 60 thus far. FTE totals are up about 13% from last year. Prison Program at Altona is going to start later than anticipated, however, we will still receive FTE from that program. CAP program is expected to have more numbers than last year, registrations are still ongoing.
- b. Middle States: The Substantive Change Request is in. A part of the request was the Monitoring Report, which was due August 16<sup>th</sup>. There will be a Middle States visit on September 4<sup>th</sup> and 5<sup>th</sup>. The team has requested additional information that is uploaded, and we will continue to monitor the needs of the team. Cabinet and other team members will be having discussions to prepare for the visit.
- c. Ken met with the State University Construction Fund at the new location to go over what the needs for the new space are. Ken also met with IT over at Plattsburgh and will discuss it with Jessie when she is back.
- d. There was a good start to the semester with Opening Day.

ADMINISTRATIVE REPORTS: If anyone has questions, please reach out to members of Cabinet.

REPORT OF THE FINANCE COMMITTEE.....MR. LETA, CHAIR  
The Finance Committee met before the board meeting to go over updated financials and to review documents submitted ahead of the Middle States visit.

REPORT OF BUILDINGS & GROUNDS COMMITTEE..... MR. FAVRO, CHAIR  
Mr Favro shared that there was nothing additional to report.

REPORT FROM STUDENT TRUSTEE/STUDENT SENATE.....MR. DULKA  
Mr. Dulka was not present to report.

REPORT ON NEGOTIATIONS.....MR. REDDEN, CHAIR  
Mr. Redden shared that the Faculty Association did vote on Opening Day to approve the 1% roll over and that it will be brought to vote today.

REPORT ON FOUNDATION.....Vacant, BOARD LIAISON  
Mr. Frederick shared that the Foundation had a great reunion.

REPORT ON COMMUNICATION COUNCIL.....MRS. COOLIDGE, TEMP. BOARD LIAISON  
Mrs. Coolidge indicated that there had not been a meeting.

REPORT FOR NOMINATIONS COMMITTEE.....MS. MOMOT, CHAIR  
Ms. Momot accepted the nomination as Chair. The nominations were shared, and all accepted the nominations. To be voted on in New Business. The nominations are as follows;  
Board Chair – Devi Momot

Vice Chair – John Redden  
Secretary – Nina Coolidge  
Treasurer – Dave Favro  
Finance Chair – Mark Leta  
Buildings and Grounds Chair – Merritt Billiter  
Negotiations Chair – John Redden  
Communications Chair – Nina Coolidge

#### COMMUNICATIONS:

7.1 - The board has decided that the new year's regular board meetings will take place on the third Tuesday of every month at 5pm.

7.2 - The by-laws are being reviewed. Jacqueline Kelleher shared updates to the by-laws which will be reviewed and brought to vote at the next meeting.

7.3 - An agreement was signed with the Sheriff's office for security coverage on campus, September 1, 2024, through August 2025.

OLD BUSINESS: None

NEW BUSINESS:

#### RESOLUTION NO 164 (2023-2024):

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE MINUTES FOR THE JULY 23, 2024 BOARD MEETING WITH THE ADJUSTMENTS TO THE B & G COMMITTEE REPORT ABOUT THE ROOF BEING COMPLETED AND THE FIREPLACES TO BE REMOVED.

Motion by Mr. Redden, seconded by Mr. Billiter, and carried unanimously by Members present as recommended by Ken Knelly.

#### Upon roll call vote the Ayes and Nays were as follows:

Mrs. Coolidge – aye	Mr. Redden – aye
Mr. Dulka - absent	Mr. Favro – aye
Mr. Leta - aye	Mr. Billiter – aye
Ms. Momot – aye	

#### RESOLUTION NO 165 (2023-2024):

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE CONSENT AGENDA FOR THE AUGUST 27, 2024 BOARD MEETING.

Motion by Mr. Redden, seconded by Ms. Momot, and carried unanimously by Members present as recommended by Ken Knelly.

Upon roll call vote the Ayes and Nays were as follows:

Mrs. Coolidge – aye	Mr. Redden – aye
Mr. Dulka - absent	Mr. Favro – aye
Mr. Leta - aye	Mr. Billiter – aye
Ms. Momot – aye	

The following appointments, reappointments, and resignations were approved by the consent agenda:

Appointment	Mary Anne Lake	Interim Learning Skills Coordinator	Effective August 1, 2024	Annualized salary of \$45,000
Appointment	Christina Cone	CAP Subject Area Representative for Science	Effective August 26, 2024 through December 13, 2024	Stipend of \$500
Appointment	Paula Butler	CAP Subject Area Representative for Technology	Effective August 26, 2024 through December 13, 2024	Stipend of \$750
Appointment	Donna Lynch	CAP Subject Area Representative for Math	Effective August 26, 2024 through December 13, 2024	Stipend of \$1000
Reappointment	Barbara Golden	Admin. Assist. To the VP for Academic Affairs	Effective September 1, 2024 through December 31, 2024	Part-time, temp. Basis, pay rate of \$32 per hour for a max of 29.5 hours per week
Reappointment	Karen Rappaport	On-Call Library Aide	Effective August 26, 2024	Hourly Rate of \$18.8050 for a max of 17.5 hours per week/910 hours per year (Grade 6, Step 1)
Reappointment	Chrisa O'Connell	Advisment Coordinator	Effective Sept 1, 2024-Aug 31, 2025	Annualized stipend of \$3,000

Resignation	Damion Gilbert	Building Maintenance Mechanic	Effective July 22, 2024	
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The following policies were approved in the consent agenda:

Identification Card Policy	Effective August 28, 2024
Camping and Use of Tents on Campus Policy	Effective August 28, 2024
Posting Policy	Effective August 28, 2024
Freedom of Expression and Assembly Student Policy and Procedures	Effective August 28, 2024

## Identification Card Policy

### 1. Policy Statement

It is the policy of the State University of New York (SUNY) to issue identification cards to students at its campuses. Clinton Community College requires all students to carry a valid Clinton Community College identification card to ensure the safety of students and the entire campus community.

### 2. Applicability of the Policy

The identification card (including digital identification cards) must be presented or surrendered upon request of a duly authorized University official, including but not limited to University Police, Student Affairs staff, and students, contractors, or other staff authorized by the University to supervise campus events, and activities. Individuals may be required to reveal their faces to confirm identity when needed to maintain campus safety or security. Upon request, students must show all identifying information shown on the card and/or surrender the card to the requesting official.

Intentional refusal to present or surrender a student identification card upon request by a University official; alteration or falsification of data on an identification card; creation and/or distribution of falsified identification cards; using an identification card to impersonate others; or refusal to reveal one's face to confirm identity; are violations of this policy and may result in disciplinary action.

### 3. Procedures

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by University officials and/or card readers used by the University. Replacement cards may be obtained at the I.D. Office, in accordance with posted fees. Clinton Community College identification cards are provided for appropriate identification use and access to services. The cards are not transferrable and are valid as long as the holder continues their specific affiliation with the campus. A campus identification card is to be used only by the person to whom it is issued. Lost or stolen cards should be reported immediately to The Dean of Student Affairs.

Auxiliary Services, and the University are not liable for any charges or other damages incurred if an ID is lost and used by another.

#### 4. Approval and Adoption

This policy is approved by Clinton Community College Board of Trustees and is effective as of August 28, 2024.

## **Camping and Use of Tents on Campus**

Effective: August 28, 2024

### **1. Purpose**

To set forth the State University of New York (SUNY) Campus policy on camping and the use of tents/canopies on campus.

### **2. Scope**

Clinton Community College is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational, and living environment in order to effectively carry out its educational mission. Clinton Community College is authorized to control its buildings and grounds consistent with the SUNY policies for use of facilities, which prohibit the use of college property or buildings for purposes unrelated to the regular programs and activities of the University.

### **3. Definitions**

#### *Camping:*

- In indoor or outdoor locations, the establishment of, evidence of an attempt to establish, or maintenance of temporary or permanent living quarters at any location on University property other than living quarters in residence halls and living quarters in apartments, or other University-managed housing—this includes the establishment of any indoor and/or outdoor encampment erected in connection with any lawful assembly of individuals pursuant to Clinton Community College policies;
- Sleeping overnight in or under any parked vehicle; or

- Establishing or maintaining indoors or outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment that has not been approved by the Office of Environmental Health and Safety.

*Campus or Campuses* is any University owned, leased, licensed or operated space, facility, property, grounds or building.

*Canopy* is a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

*Permit* is a written document prepared by the CEO issued to Campus Personnel to allow the set up and use of a tent or canopy for a specified amount of time. Permits may be revoked if permit conditions are not followed.

*Tent*- any and all structures, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner.

*Third Party or Parties* is any person, organization, group or entity not affiliated with the University including, but not limited to, the general public, contractors, vendors, guests and visitors to the University, those using University facilities or property under a University revocable permit, and volunteers not enrolled as such on University systems.

*University* is the University at Clinton Community College.

#### **4. Policy**

A. Camping is prohibited on University Campuses.

B. Exceptions

- a. Actions that constitute “camping” as defined above may be allowed with prior, written permission in the following limited circumstances:
  - i. As approved as part of a revocable permit for Campus use pursuant to SUNY Policy No. 5603 (Use of Facilities by Non-Commercial Organizations).
  - ii. In extraordinary circumstances, such as times of natural disaster, when approved in writing in advance, by the President of the University or their designee.

C. Enforcement and Compliance

- a. Clinton Community College is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of the law.
- b. Students may be referred for discipline for alleged violation of this Policy

D. This Policy shall be effective immediately upon approval.

Regulations:

- 8 NYCRR Part 535

- Fire Code of New York State, 2015

#### SUNY Policies

- 3653 – Rules for the Maintenance of Public Order
- 5607 – Commercial Use Policy
- 5603 – Use of Facilities by Non-Commercial Organizations

### **5. Approval and Adoption**

This policy is approved by Clinton Community College Board of Trustees and is effective as of August 28, 2024.

## Posting Policy

### 1. Policy Statement

It is the policy of the State University of New York (SUNY) to ensure that recognized student organizations, university programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including flyers and posters.

### 2. Rationale

SUNY reserves the right to manage posting and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

### 3. Applicability of the Policy

This policy sets forth the requirements for all student organizations, university programs, departments, and units recognized by Clinton Community College that wish to post items on campus general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally requires permission of that group.

For policy on entities and individuals who wish to use Clinton Community College facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Policy and Procedures Manual: 0512 Policy on Use of Physical Facilities

### 4. Procedures



Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations. [Promotions for events not sponsored by Clinton Community College must clearly indicate the sponsoring group and phone number or email address of a contact person and explicitly indicate that the event is not sponsored by Clinton Community College.

Posted items are to be posted only on general-use bulletin boards identified for this purpose.

Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; promotion of events that advertise alcohol or drugs or any event that violates the law and/or the Clinton Community College code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, university program, department and/or unit.

Postings may not be placed over current/valid postings of other organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.

Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action.

## 5. Contacts

Questions related to the daily operational interpretation of this policy should be directed to: The Dean of Student Affairs

## 6. Related Documents / Policies

Policy and Procedures Manual: 0512 Policy on Use of Physical Facilities

## 7. Approval and Adoption

This policy is approved by the Clinton Community College Board of Trustees and is effective as of August 28, 2024.

# **Freedom of Expression & Assembly Student Policy & Procedures**

**Effective Date: August 28, 2024**

## **1. Purpose**

The State University of New York (SUNY) respects and fully supports the rights of free speech guaranteed by the constitutions of the United States and the State of New York. SUNY values the free expression of ideas and supports individuals' right to assemble.

Clinton Community College promulgates this policy to provide meaningful opportunities for members of our community to express their views and to ensure that the time, place, and manner of such expression does not interfere with the safety and security of our campus community or disrupt the regular operations of the campus.

## **2. Scope**

This content-neutral policy is applicable to all Clinton Community College students.

## **3. Policy**

SUNY Campus students are guaranteed the rights of free inquiry and expression. Subject to applicable content-neutral policy, students are guaranteed the right to hold public meetings and engage in peaceful and orderly assemblies—including, but not limited to, protests, demonstrations, rallies, vigils, marches, and picketing—in and upon designated public areas of campus grounds and buildings.

Clinton Community College designates the following as public areas for the purpose of peaceful and orderly assemblies: The softball field on the South end of campus is the designated place on campus for those wishing to exercise their freedom of speech rights and who have not been invited to speak on campus.

Clinton Community College will not interfere with orderly assemblies in designated public areas of grounds and buildings unless participants engage in any of the following:

1. Conduct that prevents the orderly administration of college classes, lectures, meetings, interviews, ceremonies, and other campus events or college operations;
2. Conduct that obstructs the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors;
3. Engage in conduct that could foreseeably cause injury or damage to persons or property;
4. Operation of audio amplification equipment in a manner that conflicts with normal college operations or that is deemed injurious to health and safety, or that is in

violation of Plattsburgh ordinances;

5. Constructing or erecting structures, whether or not they are anchored, inclusive of screens and/or objects requiring penetration in concrete or grass, or camp on College grounds without authorization. [see campus policies on tents/camping];
6. Possession and/or ignition of an open flame of any type, including, but not limited to, torches;
7. Assemblies lasting more than one day, duration not to exceed 8 hours in a one- day period, and assemblies outside the business hours of the college are prohibited;
8. Activities that violate the provisions of [SUNY Policy 3653, Rules for the Maintenance of Public Order](#); and
9. Activities that violate the provisions of any other applicable campus policy, including but not limited to: (Policy and Procedures Manual)

In addition, the following activities are strictly prohibited:

1. Entry into any private office of an administrative officer, member of faculty, or staff member, or entry into any other college area that is not authorized, without permission;
2. Occupation of a building after it is normally closed and
3. Obstruction of any roadways running through or adjoining the College's campus grounds.

All individuals participating in protests and demonstrations are required to provide a form of College issued or government issued identification upon request from a College official.

Clinton Community College takes compliance with this policy very seriously. Students should expect that violations of this policy will result in disciplinary action under the College's Student Code of Conduct, up to and including interim suspension, suspension, and expulsion.

#### **4. Procedures**

Clinton Community College respects and supports students' efforts to exercise their rights to free speech and assembly. Clinton Community College has designated the Student Affairs Department to provide the appropriate support for the successful implementation of these events. Following

College procedure will ensure a safe and effective assembly activity. The College will make every effort to respond affirmatively to all requests to

engage in assembly activity. However, content-neutral consideration must be given to the time, place, and manner of the assembly activity to ensure the health and safety of the participants and the noninterference with authorized College business, activities, or events.

Services: To help ensure the safety of participants and the protection of the rights of all members of the campus community, the College can provide services to registered student organizations/student requests such as location, or services it deems necessary. Student groups or organizations requesting assembly will be responsible for providing crowd control, sound equipment (unless prohibited in certain areas as per Campus rules), and site preparation/cleanup.

### Request for Services

10. For assemblies where the need for Services is reasonably foreseeable, event organizers shall, within 10 business days prior to the planned event, submit a written request for services, as follows:

- A. The written request should contain the name of the sponsor/organizer, the proposed location and any other Services sought, the date and time of the planned assembly, and the number of persons expected to participate.
- B. The request should be submitted to: The Dean of Student Affairs.
- C. A professional staff member from the Student Affairs Department will promptly respond to the request for services after receipt of the written request but no later than three (3) business days prior to the proposed date of the planned event.
- D. A professional staff member will review the request and work with the sponsor/organizer to accommodate requests and determine a reasonable time, place, and manner for the assembly activity.
- E. While every attempt will be made to accommodate all requests, some modifications to the assembly activity request may be required due to the availability of the proposed time and place of the activity. A Student Affairs professional staff member will inform the sponsor/organizer of these modifications and provide guidance as the assembly activity is planned.
- F. In the event that the proposed assembly activity is planned in direct response to a current event, the Department of Student Affairs realizes that it may not be possible to submit a request in advance. In such cases, the event organizer should contact the Student Affairs Department as soon as possible in order to promptly coordinate the assembly activity, where reasonably possible.

11. No Services Required: Assemblies requiring no Services, or for which the need for Services is not reasonably foreseeable or necessary as described above, may take place with less notice by the sponsors and/or organizers. However, conformity with the specific campus rules noted above is required. Organizers who are unsure of whether their planned assembly requires services are encouraged to contact the appropriate office designated in sub-paragraph (1)(C) above for guidance. Event organizers who do not request necessary services that were reasonably foreseeable as being needed may be subject to discipline.

## 5. Approval and Adoption

This policy is approved by Clinton Community College Board of Trustees and is effective as of August 28, 2024.

RESOLUTION NO. 166 (2023-2024):

### RECCOMENDATION TO APPROVE OFFICERS FOR CLINTON COMMUNITY COLLEGE BOARD OF TRUSTEES FOR A TWO-YEAR TERM:

Nominations were closed, accepted and a motion to accept the Clinton Community College Board of Trustees officers effective for a two- year term was made by Mrs. Coolidge and seconded by Mr. Leta, and carried by members present.

- Devi Momot, Chairperson
- John Redden, Vice Chairperson
- David Favro, Treasurer
- Nina Coolidge, Secretary

#### Upon roll call vote the Ayes and Nays were as follows:

Mrs. Coolidge – aye	Mr. Redden – aye
Mr. Dulka - absent	Mr. Favro – aye
Mr. Leta - aye	Mr. Billiter – aye
Ms. Momot – aye	

## 9.3 New Business

RESOLUTION NO. 167 (2024-2025)

THE BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES THE 1% COST OF LIVING INCREASE TO FACULTY ASSOCIATION EMPLOYEES FOR THE FISCAL YEAR 2024-2025.

Motion by Mr Billiter, seconded by Mrs. Coolidge, and carried by Member present as recommended by Ken Knelly.

Upon roll call vote the Ayes and Nays were as follows:

Mrs. Coolidge - aye	Mr. Redden - aye
Mr. Dulka - absent	Mr. Favro - aye
Mr. Leta – aye	Mr. Billiter - aye
Ms. Momot -aye	

**WHEREAS**, the Board of Trustees recognizes the contributions and hard work of employees in the Faculty Association Unit throughout the year; and

**WHEREAS**, the Negotiations Committee has offered members of the Faculty Association and the Coalition a 1-year contract rollover, with a salary increase of 1%, effective September 1, 2024, and the CSEA Employees have also received a salary increase effective January 1, 2024; and

**WHEREAS**, the Board of Trustees recognized the importance of all Employees contributions in the upcoming school year, as the College prepares for it's move to the SUNY Plattsburgh Campus; and

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Clinton Community College hereby approves a 1% cost of living increase to Faculty Association employees for the fiscal year 2024-2025

NEXT MEETING: September 17, 2024.

ADJOURNMENT:

Motion by Mr. Billiter, second by Mr. Redden, that the meeting adjourns. Meeting adjourned at 5:56 pm.

RECORDED BY

RESPECTFULLY SUBMITTED BY

LeAnn Yelton

David N. Favro